

 STATE UNIVERSITY OF NEW YORK	Environmental Health and Safety Manual	
	Policy Number: EH&S 6-4	
Title: Senior Investigator Sabbatical or Leave of Absence from an Authorized Radiation Safety Operation		
Effective Date: 9/91	Revision: 2/97	Number of Pages: 2

PURPOSE: To establish the proper procedures for Radiation Authorized Principal Investigators to follow, who are going on a Sabbatical or taking a leave of absence. This policy will detail the notification procedure involved in leaving behind an active radiation control area.

SCOPE: University wide.

DEFINITIONS:

Senior Investigator: Principal Investigator who is fully licensed to work with radioactive material on campus.

PROCEDURES:

I. General

As with other individuals of any large University, sabbaticals and leaves of absence are common occurrences for Senior Investigators. With the absence of the Senior Investigator, communication between the radioactive materials laboratory and Radiation Protection Services is in jeopardy. Minor daily problems involving radiation protection can remain unattended until they collectively create a situation of major proportion.

At this stage, the Department of Environmental Health and Safety Radiation Protection Services is left little choice but to suspend radioisotope work in the laboratory. This action interrupts important research, delays academic pursuits, and frustrates everyone involved. Such situations are easily avoided when the Senior Investigator notifies Radiation Protection Services of his/her intended leave and appoints a mutually agreed substitute supervisor to be responsible for the laboratory during his/her absence.

II. Responsibility of Senior Investigators Concerning Sabbatical or Leave of Absence

1. Senior Investigators will notify the Department of Environmental Health and Safety

TITLE: Senior Investigator Sabbatical or Leave of Absence from an Authorized Radiation Safety Operation	POLICY: 6-4
--	--------------------

Radiation Protection Services in writing of intended absences from the University of greater than two weeks duration.

2. During such absence, the Senior Investigator will appoint a designated supervisor mutually agreeable to himself/herself and Radiation Protection Services.
3. In many past instances, knowledge of where the Senior Investigator can be contacted during his/her absence has proven extremely helpful. Therefore, the Department of Environmental Health and Safety Radiation Protection Services encourages Senior Investigators to voluntarily make such information available.

INQUIRIES/REQUESTS:

Environmental Health and Safety
110 Suffolk Hall
Zip 6200
Main Office: 632-6410
FAX: 632-9683

RELATED FORMS:

RELATED DOCUMENTS:

-Rev. 2/97-